

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Needham Youth Services

Job Posting 08/17/15

Job Posting: Boston JCC

Date: 8/10/15

Company Name: Boston JCC

Job Title: Fitness Floor Staff Member

Hourly Pay: \$10.00

Job Hours: Evenings / Weekends

Age Requirements: 16 years old

Company Address: 333 Nahanton Street Newton, MA 02459

Company Website: www.bostonjcc.org

Contact Person: Kelly Selkirk, Fitness Center Manager

Number: (617) 558-6458

Email: personaltraining@jccqb.org

Brief Description of the job duties and qualifications needed (1-2 sentences):

Boston JCC Fitness Department is looking to hire fitness center staff to provide customer service, monitor safety of all members and light cleaning of fitness equipment. Must be 16 years of age, CPR/AED certified and willing to work after school and/or weekends.

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Job Posting: Wingate Residences

Date: 8/4/2015

Job Title: Dishwashers

Hourly Pay: Starting at \$9 depending on experience

Age Requirements: 18+

Job Hours: Varied

Company Name: Wingate Residences

Company Address: 235 Gould St. Needham, MA 02494

Company Website: <http://www.residencesatwingate.com/>

Contact Person: Leslie Nye and Jeanne Flint

Number: 781-455-9080

Email: lnye@wingatehealthcare.com;

Brief Description of the job duties and qualifications needed (1-2 sentences):

Dishwasher maintains the sanitary conditions of table ware and kitchen areas, keeps service areas stocked with clean china, glassware and silverware. Assists with kitchen responsibilities as needed. Training will be provided. Must be 18 years of age.



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Job Posting: Wingate Residences

Date: 8/4/2015

Job Title: Servers

Hourly Pay: Starting at \$10

Age Requirements: 16 and up

Job Hours: Varied

Company Name: Wingate Residences

Company Address: 235 Gould St. Needham, MA 02494

Company Website: <http://www.residencesatwingate.com/>

Contact Person: Leslie Nye and Jeanne Flint

Number: 781-455-9080

Email: lnye@wingatehealthcare.com;

Brief Description of the job duties and qualifications needed (1-2 sentences):

Servers must have the ability to assist the Residents with menu selection if needed, answer questions in a friendly and polite manner, coordinate timely serving of the meal, and help maintain a clean dining room. A love for providing amazing customer service to the senior community is a must. Training will be provided.



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Job Posting: Wingate Residences

Date: 8/4/2015

Job Title: Receptionist

Hourly Pay: Starting at \$12/hour

Age Requirements: 16+

Job Hours: 4:30pm – 8pm Monday-Friday (two or three days) / 8am – 4pm or 4pm – 8pm Saturday & Sundays

Company Name: Wingate Residences

Company Address: 235 Gould St. Needham, MA 02494

Company Website: <http://www.residencesatwingate.com>

Contact Person: Leslie Nye and Maria Lastoria

Number: 781-455-9080

Email: lnye@wingatehealthcare.com; mlastoria@wingatehealthcare.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Wingate Residences is a vibrant Independent and Assisted Living Community in Needham, MA. We are looking for someone who is pleasant, courteous and professional. The Receptionist is responsible for answer phones, greeting all guests and handling all information confidentially.



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Job Posting: Walgreens

Date: 8/4/2015

Job Title: Customer Service Associate

Hourly Pay: \$9.00

Age Requirements: 16

Job Hours: Varies, store is open 7am - 10pm. Typical shifts are 7-4 ish or 3-10 ish

Company Name: Walgreens

Company Address: 1478 Highland Ave

Company Website: www.walgreens.com

Contact Person: Andrea Baxter or any other manager on duty

Number: 781-444-5714

Email: mgr.01852@store.walgreens.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Customer Service!!!! Warehouse Management, Store Upkeep, duties vary daily.

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Job Posting: Berkshire Hathaway HomeServices Town and Country Real Estate

Date: 7/31/15

Job Title: Receptionist

Hourly Pay: 12

Age Requirements: 16+

Job Hours: 10-3 Saturday and Sunday

Company Name: Berkshire Hathaway HomeServices Town and Country Real Estate

Company Address: 1089 Great Plain Avenue, Needham, MA 02492

Company Website: www.bhhstowncountry.com

Contact Person: Jill Finkelstein

Number: 781-258-7014

Email: jill@bhhsbaystatehomes.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We would like someone to be at the front desk, answer the phones, help with copying and printing, and be available to help direct calls and inquiries related to real estate.

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Job Posting: The Stone Institute

Date: 07/28/2015

Job Title: Receptionist

Hourly Pay: \$9.00 Per Hour

Age Requirements: 16

Job Hours: 4:30PM-7:30PM Mon-Fri (one or two nights); Sat/Sun – shifts available: 9AM-230PM and 230PM-730PM

Company Name: The Stone Institute

Company Address: 277 Elliot Street, Newton Upper Falls, MA 02464

Company Website: www.StoneInstitute.com

Contact Person: Carol Osofsky, Business Office Coordinator

Number: 617-527-0023

Email: cosofsky@stoneinstitute.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We are looking for a few candidates who would like to work our Reception Desk to greet guests and answer the telephone.

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Job Posting: Innovative Business Law Group, PC

Date 7-13-2015

Job Title: Staff Assistant

Minimum Age: 14 (High School Freshman)

Job Hours: 3 afternoons/wk. – 7-9 hrs/wk. (We would want the student to work on Thursday of each week, with the other two days being on two of either Monday, Tuesday or Wednesday.)

Hourly Pay: \$9.50 / hr.

Company Name: Innovative Business Law Group, PC

Company Address: 20 Pickering Street, Needham

Company Website: www.innovativeblg.com

Contact Person(s): Jeannine Watkins

Phone Number(s): 781-444-2333

Email address: jwatkins@innovativeblg.com

Web site: www.innovativeblg.com

Type of Business: Business Law Firm

Brief Description of the job duties and qualifications needed (1-2 sentences):

Duties include copying and/or scanning of documents, preparation of mail, running local errands (bank, post office, etc.), filing, organizing, computer data entry, light cleaning, and additional administrative tasks as requested. Applicant will be trained on specific applications – however, knowledge of Microsoft Office is helpful. Innovative Business Law Group, PC is a three-attorney business law office located in the center of Needham and within walking distance of Needham High School.

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Job Posting: TJX Companies

Date: 7.20.15

Company Name: TJX Companies

Job Title: Varied Positions

Hourly Pay: Minimum wage

Job Hours: Part-Time & Full-Time

Age Requirements:

Company Address: Varied Locations

Company Website: www.tjxjobs.com

Contact Person:

Number: 1-866-831-0865

Email: Workforce.Service@ey.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).

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